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Approved For Release 2001/08/31 : CIA-RDP78-05844A000100100007-3

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27 OCT 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Payroll Office Copies of Form 1150 - Personnel Action

1. A meeting was held in the Office of the Deputy Comptroller on 25 October 1960 to discuss the above subject. Present were the Deputy Comptroller; Chiefs of Finance, Fiscal and Machine Records Divisions; Chief and Deputy Chief, IAS; Chief, Compensation and Tax Accounts Branch, Finance Division; [redacted] of Management Staff; and Messrs. [redacted] of the Office of Personnel.

2. Considerable discussion developed concerning the feasibility of eliminating the current practice of providing copies of Form 1150 to the Finance and Fiscal Divisions Payroll Branches. It was pointed out that the Certifying Officers of both the Finance and Fiscal Divisions responsible for certifying payrolls require properly authenticated documentation as a basis for their action in processing payrolls. A proposal was voiced that representatives of the two payroll components involved could be assigned to review copies of payroll actions (Form 1150) in the Office of Personnel as a basis for establishing control totals of such actions and substantiating the certifications; however, it was pointed out by Mr. [redacted] that in some instances the EDP machine will reject for processing certain payroll actions with the result that the pre-determined controls established by the payroll office representatives would be subject to adjustment.

3. Mr. [redacted] advised that he had contacted the General Accounting Office Policy and Procedures Staff to ascertain its view with respect to eliminating copies of Form 1150 from payroll office records under EDP procedures. Mr. Steve Brown of the Policy and Procedures Staff, GAO, advised him that when this Agency had developed detailed procedures with respect to payrolling on EDP, GAO would be glad to review such procedures and advise as to their adequacy with respect to control mechanisms which would be acceptable to GAO as they related to certification of the payrolls by the Certifying Officer.

4. A further justification for providing copies of Form 1150 to the respective payroll offices was suggested by the Deputy Comptroller in that this copy will preclude the necessity for GAO auditors, in many cases, to review individual personnel files in the Office of Personnel as a part of its audit programs.

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5. In view of the foregoing, it was agreed that steps would be taken immediately to obtain ten-fold sets of Form 1150, both for SAM and MIP processing, containing two additional copies which can be provided to the respective payroll offices and that these additional copies will show complete data as indicated on the original of Form 1150.



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Chief, Technical Accounting Staff

Distribution:

Original - TAS Subject

- 1 - TAS Reading
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- 1 - Chief, Finance Div.
- 1 - Chief, Fiscal Div. ✓
- 1 - Deputy Comptroller
- 1 - CP/ [REDACTED]
- 1 - Chief, Machine Records Div.

TAS/ [REDACTED] :gnt (27 October 1960)

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